

Best Practices Document



HR/Payroll Daily Checklist - Week Two of Current Pay Period

DAILY CHECKLIST ITEMS

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

- 1 Review the HR/CMS Daily Email.
- 2 Enter in time for Week One and continue processing HR transactions for the pay period.
- 3 Review HPAY011 report – *errors must be corrected before payroll processing day, or the employee will be marked as "Not OK to Pay" and will not receive pay for that period. Call Comptroller's Payroll Unit (CTR) if employees are on this report at 617 973 2607.*
- 4 Review TL007A T & L Severe Error Message report - *not reviewing and correcting day in error will result in an unpaid day.*
- 5 Validate HR and Payroll transactions via the Paycheck Data panel entered from the previous day.
- 6 Review payroll reports listed in the **"Review these reports daily"** section on page eight.

DAILY ADDITIONS

Monday

- ☐ Timelogs available for current week HTIMELOG – *Timelogs will not reflect week one balance updates.*
- ☐ Review the Contractor Error Report (RPT647A) - *those employees still on the RPT647A report on the day payroll is processed (next Tuesday) will be marked as "Not OK to Pay" and will not receive pay for that period. Work with departmental MMARS staff to resolve.*
- ☐ Resolve unfunded payroll accounts using the PCRS predictive reports. *See page eight for report names.*

Tuesday

- ☐ Review step increase changes scheduled to be made to an EE's job record using the Upcoming Step Increase report – HMCMP001.
- ☐ Review the Contractor Error Report (RPT647A) - *those employees still on the RPT647A report on the day payroll is processed (next Tuesday) will be marked as "Not OK to Pay" and will not receive pay for that period. Work with departmental MMARS staff to resolve.*
- ☐ Resolve unfunded payroll accounts using the PCRS predictive reports. *See page eight for report names.*

Wednesday

- ☐ Finalize time for Week One and continue processing HR transactions for the pay period.
- ☐ Executive departments should respond to HRD's Customer Services Unit by 5pm – *Non-management unflagging requests requiring additional information for current pay period.*
- ☐ Review step increase changes that were made to an EE's job record using the Automated Step Increase report – HMCMP002

Thursday

- ☐ Executive departments should prepare non-management unflagging request list for Tuesday of the next pay period. *(I.e. Waivers, promotions, demotions, transfers, civil service and continuous testing hires)*
- ☐ Enter in documented time for Week Two.

Friday

- ☐ Last Day to enter HR transactions- new hire, promotions, etc. Enter in documented time for Week Two.
- ☐ Review the Contractor Error Report (RPT647A) - *those employees still on the RPT647A report on the day payroll is processed (next Tuesday) will be marked as "Not OK to Pay" and will not receive pay for that period. Work with departmental MMARS staff to resolve.*
- ☐ Resolve unfunded payroll accounts using the PCRS predictive reports. *See page eight for report names.*

Saturday

- ☐ HR/CMS is available for entering of time and attendance transactions.



THIS PAGE INTENTIONALLY LEFT BLANK

Best Practices Document



HR/Payroll Daily Checklist - Week One of Current Pay Period- (Friday Pay Day)

Monday

- ☐ Review the HR/CMS Daily Email.
- ☐ Last day to complete and correct time & attendance exceptions for prior pay period.
- ☐ Apply Rules and Edit Time must be run locally after making corrections/additions in order to clean up errors on the TL007A report.
- ☐ Use the TL007A report to review time entered or corrected. *TL007A will be generated @ 11am, 1 and 3pm. Not reviewing and correcting days in error will result in an unpaid day. See **TIP** on page five for further detail.*
- ☐ Review HPAY011 report – *errors must be corrected before payroll processing day, or the employee will be marked as “Not OK to Pay” and will not receive pay for that period. Call Comptroller’s Payroll Unit (CTR) if employees are on this report at 617 973 2607.*
- ☐ Review the Contractor Error Report (RPT647A)- *those employees still on the RPT647A report on the day payroll is processed (Tuesday) will be marked as “Not OK to Pay” and will not receive pay for that period. Work with departmental MMARS staff to resolve.*
- ☐ Validate HR and Payroll transactions via the Paycheck Data panel entered from the previous day.
- ☐ Resolve unfunded payroll accounts using the PCRS predictive reports. *See page eight for report names.*
- ☐ Review payroll reports listed in the “**Review these reports daily**” section on page eight.

Tuesday – VIEW ONLY DAY

- ☐ Review the HR/CMS Daily Email.
- ☐ HR/CMS is available only for viewing of data.
- ☐ CTR to review and correct payroll errors - *this means CTR will uncheck “OK to Pay” transactions that appear on HPAY011 or RPT647A for any employee with a fatal error – see page five.*
- ☐ See **TIP** box for five reasons an employee would be unchecked as “Ok to Pay” by CTR on page five.
- ☐ Resolve all payroll accounting issues using the PCRS predictive reports- *departments have until 5pm to resolve funding issues.*
- ☐ **Payroll Processing begins for prior period.**
- ☐ Review step increase changes scheduled to be made to an EE’s job record using the Upcoming Step Increase report – HMCMP001.
- ☐ Use the TL007A report to identify any employees that have days in error- *the department will need to notify the employee of a pay shortage.*
- ☐ Executive departments need to submit non- management unflagging requests to HRD’s Customer Services Unit by 5pm for current pay period. *(I.e. Waivers, promotions, demotions, transfers, civil service, and Continuous Testing hires)*
- ☐ Review the Contractor Error Report (RPT647A) - *those employees still on the RPT647A report on the day payroll is processed (next Tuesday) will be marked as “Not OK to Pay” and will not receive pay for that period. Work with departmental MMARS staff to resolve.*
- ☐ Review payroll reports listed in the “**Review these reports daily**” section on page eight.

Wednesday

- ☐ Review the HR/CMS Daily Email.
- ☐ A signatory for the department must approve a Payroll Expenditure form or equivalent for the pay period. *Use the gross pay department/org total on the HPAY002 and keep on file. www.osc.state.ma.us/payinfo/payroll/expappfrm.pdf*
- ☐ Resolve insufficient funding issues found on the PCRS production reports.
- ☐ Analyze paycheck data for employees that were problematic during payroll processing.
- ☐ Review payroll reports listed in the “**Review these reports after payroll has run:**” section on page eight.
- ☐ When the system is available, utilize the Information Warehouse for creation of ad hoc reports.
- ☐ When the system is available, begin entering in time & HR transactions for the **new** pay period.

Best Practices Document



HR/Payroll Daily Checklist - Week One of Current Pay Period- (Friday Pay Day)

Thursday

- ☐ Review the HR/CMS Daily Email.
- ☐ Enter in documented time for Week One and continue processing HR transactions for the pay period.
- ☐ Timelogs available for current week – HTIMELOG
- ☐ Review TL007A T & L Severe Error Message report - *not reviewing and correcting day in error will result in an unpaid day.*
- ☐ Review HPAY011 report – *errors must be corrected before payroll processing day, or the employee will be marked as "Not OK to Pay" and will not receive pay for that period. Call Comptroller's Payroll Unit (CTR) if employees are on this report at 617 973 2607.*
- ☐ Validate HR and Payroll transactions via the Paycheck Data panel entered from the previous day.
- ☐ Review payroll reports listed in the **"Review these reports daily"** section on page eight.

Friday

- ☐ Review the HR/CMS Daily Email.
- ☐ Continue to enter in time for Week One and continue processing HR transactions for the pay period.
- ☐ Distribute advices/paychecks to employees.
- ☐ Resolve unfunded payroll accounts using the PCRS predictive report.
- ☐ Review TL007A T & L Severe Error Message report - *not reviewing and correcting day in error will result in an unpaid day.*
- ☐ Review HPAY011 report – *errors must be corrected before payroll processing day, or the employee will be marked as "Not OK to Pay" and will not receive pay for that period. Call Comptroller's Payroll Unit (CTR) if employees are on this report at 617 973 2607.*
- ☐ Review the Contractor Error Report (RPT647A) - *those employees still on the RPT647A report on the day payroll is processed (next Tuesday) will be marked as "Not OK to Pay" and will not receive pay for that period. Work with departmental MMARS staff to resolve.*
- ☐ Validate HR and Payroll transactions via the Paycheck Data panel entered from the previous day.
- ☐ Confirm direct deposit information online – *prenote information is passed to the bank Friday evening.*
- ☐ Review payroll reports listed in the **"Review these reports daily"** section on page eight.

Tips and Items to Remember



TIP

Five reasons an employee will be unchecked as "OK to Pay" by CTR: FATAL ERRORS

1. The employee is on the HPAY011 Payroll error messages report.
I.e. Employee has negative net caused by not enough positive earnings posted to offset negative earnings posted.
2. The employee is on the RPT647A MMARS Predictive Payroll Reject Error listing report.
I.e. Dates out of SC range, reference SC does not exist error messages
3. The employee is on the Negative Taxes report with negative gross pay.
I.e. Employee has a negative gross caused by not enough positive earnings posted to offset negative earnings posted.
4. The employee is on the Negative Deductions report with negative gross pay.
I.e. Employee has a negative gross caused by not enough positive earnings posted to offset negative earnings posted.
5. The employee shows up with a payroll error during the processing of payroll that was not reflected on the HPAY011 report.



TIP

Designate one person to run all reports and have another person review and correct errors.



TIP

After updating employee data, it is recommended to wait until the next day to verify the information using the Paycheck Data panels.



TIP

Review daily emails from the Help Desk. If you're not able to see information that was entered the previous day it could be due to a batch job that hasn't run.



TIP

Monday before payroll processes, review the TL007A. It is crucial that users run the Apply Rules/Edit Time processes after making any changes/additions in Time and Labor. TL007A will run at 11 am, 1 pm and again at 3pm. Errors showing on the TL007A report should be fixed and verified by the end of the day.



THIS PAGE INTENTIONALLY LEFT BLANK

HR/PR REPORTS CHECKLIST AT A GLANCE

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Daily Reports	Daily Reports	Post Payroll Reports	Daily Reports	Daily Reports
		MMARS 647A			MMARS 647A
	MMARS 647A	Upcoming Step Increase Report		Time Logs	
	PCRS Predictive Reports	PCRS Predictive Reports			PCRS Predictive Reports
Week 2	Daily Reports	Daily Reports	Daily Reports	Daily Reports	Daily Reports
	Time Logs	MMARS 647A			
	MMARS 647A	Upcoming Step Increase Report	Automated Step Increase Report		MMARS 647A
	PCRS Predictive Reports	PCRS Predictive Reports			PCRS Predictive Reports

REPORTS CHECKLIST

Review these reports daily:

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> HMPAY012 | Employees with Pay but No Retirement Deduction |
| <input type="checkbox"/> HMPAY013 | Employees with Additional Pay Not OK to Pay |
| <input type="checkbox"/> HMPAY014 | Employees with Additional Pay Prorate = Y |
| <input type="checkbox"/> HMPAY015 | Active Employees with No Checks |
| <input type="checkbox"/> HMPAY016 | Deduction Flat Amount |
| <input type="checkbox"/> HMPAY017 | Deduction Not Taken |
| <input type="checkbox"/> HMPAY018 | Hourly Rate Less Than Minimum Wage |
| <input type="checkbox"/> HMPAY019 | Hourly Rate Greater than \$100 |
| <input type="checkbox"/> HMPAY020 | Net Pay Greater Than \$5000 |
| <input type="checkbox"/> HMPAY021 | Employees Whose Net Pay is Less Than \$10 |
| <input type="checkbox"/> HMPAY025 | Negative Deductions |
| <input type="checkbox"/> HMPAY026 | Negative Taxes |
| <input type="checkbox"/> HMTLR005 | No Time and Labor Data set up |
| <input type="checkbox"/> HMTLR006 | Shift Amount Negative Entered with no set up |
| <input type="checkbox"/> HMTLR007 | No Update with Rapid Update Session Ready |
| <input type="checkbox"/> HMTLR008 | Time Entered for Inactive EE's |
| <input type="checkbox"/> HMTLR009 | Leave Balances going Negative |
| <input type="checkbox"/> HPAY011 | Payroll Error Messages |
| <input type="checkbox"/> HTL007A | Time and Labor Severe Error Messages |

Print this report the 1st Thursday and the 2nd Monday of the pay period:

- | | |
|-----------------------------------|-----------------------|
| <input type="checkbox"/> HTIMELOG | Departmental Time Log |
|-----------------------------------|-----------------------|

Review this report every Tuesday of the pay period:

- | | |
|-----------------------------------|-------------------------------|
| <input type="checkbox"/> HMCMP001 | Upcoming Step Increase Report |
|-----------------------------------|-------------------------------|

Review this report 2nd Wednesday of the pay period:

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> HMCMP002 | Automated Step Increase Program |
|-----------------------------------|---------------------------------|

Review these reports after payroll has run:

- | | |
|--|---|
| <input type="checkbox"/> HPAY001 | Deductions Register |
| <input type="checkbox"/> HPAY002 | Payroll Register |
| <input type="checkbox"/> HPAY004 | Payroll Check Register |
| <input type="checkbox"/> HPAY006 | Other Earnings Register |
| <input type="checkbox"/> RPT341A | Appropriation and subsidiary transactions with balances |
| <input type="checkbox"/> Complete Payroll Expenditure Approval form - www.osc.state.ma.us/payinfo/payroll/expappfrm.pdf | |

- | | |
|---|---|
| <input type="checkbox"/> RPT647A | MMARS Predictive Payroll Reject Error Listing |
| <input type="checkbox"/> CTPC1A01 (PCRS 01) | Pred HR/CMS Insufficient Funds Emp Detail (Curr FY) |
| <input type="checkbox"/> CTPC1A02 (PCRS 02) | Pred HR/CMS Insufficient Funds Acct Detail (Curr FY) |
| <input type="checkbox"/> CTPC1A30 (PCRS 26) | Pred HR/CMS Payroll Account Status (Curr FY) |
| <input type="checkbox"/> CTPC1B01 (PCRS 01) | Pred HR/CMS Insufficient Funds Emp Detail (Prior FY) |
| <input type="checkbox"/> CTPC1B02 (PCRS 02) | Pred HR/CMS Insufficient Funds Acct Detail (Prior FY) |
| <input type="checkbox"/> CTPC1B30 (PCRS 26) | Pred HR/CMS Payroll Account Status (Prior FY) |

These reports are available on Monday, Tuesday and Friday mornings.

Review the following PCRS production reports for unfunded accounts at the time of payroll processing: Reports are available Wednesday morning after payroll has processed.

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> CTPC3A01 | Prod HR/CMS Insufficient Funds Emp Detail (Curr FY) |
| <input type="checkbox"/> CTPC3A02 | Prod HR/CMS Insufficient Funds Acct Detail (Curr FY) |
| <input type="checkbox"/> CTPC3B01 | Prod HR/CMS Insufficient Funds Emp Detail (Prior FY) |
| <input type="checkbox"/> CTPC3B02 | Prod HR/CMS Insufficient Funds Acct Detail (Prior FY) |

Report Descriptions

There is a memo available on the Comptroller's website which contains descriptions and instructions for payroll reports available in Viewdirect.

The memo is located at <http://www.osc.state.ma.us/Payinfo/payroll/ViewRept.html>

HMCMP001 – Upcoming Step Increase Report

This report allows the user to view the changes that will be made to employees' job record before the actual update to the job record occurs.

HMCMP002 – Automated Step Increase Program

This report allows the user to view the changes that were made to the employees' job record once the step increase has been granted.

HMPAY012 – Employees w/pay but no Retirement Deductions

This report provides a listing of employees who received a check but did not have any retirement deduction taken. All employees are required to enroll in a qualified retirement plan, and therefore, should have a retirement deduction taken each pay period.

HMPAY013 – Employees w/Additional Pay not OK to Pay

This report lists all employees who have additional pay posted in the current pay period, but will not receive this additional pay because the OK to Pay box in the Additional Pay panel was not checked.

HMPAY014 – Employees w/Additional Pay Prorate = Y

This report lists those employees whose Additional Pay panel has the prorate flag set to Yes for a specific earnings code. This is a report that is monitored by HRD.

HMPAY015 – Active Employees w/No Checks

This report identifies all active exception hourly employees who are not receiving a check in the current pay period.

HMPAY016 – Deduction Flat Amount

This report will identify employees who have a deduction that is set up as a Flat Amount deduction, but no Flat Amount has been entered.

HMPAY017 – Deduction Not Taken

This report list all employees who did not have one of their deductions taken in the current pay period.

HMPAY018 – Hourly Rate Less Than Minimum Wage

This report identifies any employees making below minimum wage, which is currently \$5.75 an hour.

HMPAY019 – Hourly Rate Greater than \$100

This report identifies any employees whose hourly compensation rate is greater than \$100 per hour.

HMPAY020 – Net Pay Greater Than \$5000

This report identifies employees with net pay greater than \$5,000 in the current pay period.

HMPAY021 – Employees Whose Net Pay is Less than \$10

This report identifies employees with a net pay amount less than \$10 in the current pay period.

HMPAY025 – Negative Deductions

This report identifies employees who have negative deductions in the current pay period.

HMPAY026 – Negative Taxes

This report identifies employees who have negative taxes in the current pay period.

HMTLR005 – No Time and Labor Data set up

This report lists any employees who do not have a Time and Labor record set up.

HMTLR006 – Shift Amount Negative entered w/no set up

This report lists any employees who have Shift Amount Negative entered in Daily Earnings and do not have a Shift Additional Pay set up.

HMTLR007 – No Update w/ Rapid Update Session Ready

This report lists all Rapid sessions that have been marked as 'Ready' and have not had Rapid Update run.

Best Practices Document



Report Descriptions (continued)

HMTLR008 – Time Entered for Inactive EE's

This report lists employees who have time entered by the user in Time and Labor on days that the employee's status is 'inactive for payroll'. These entries will not be paid.

HMTLR009 – Leave Balances going Negative

Employees who would be going negative in their sick, vacation or personal leave balances during the current period when factoring in hours accrued, hours taken and adjusted.

HPAY001 – Deductions Register

This report shows all deductions taken for a particular pay period by department. This will assist in distributing MBTA passes because it shows which employees received an MBTA deduction.

HPAY002 – Payroll Register

This report shows the name, employee ID and department ID for all employees who received a payment for the pay period.

HPAY004 – Payroll Check Register

This report lists all checks, in check number order, processed in the pay period. It prints the following information about the checks: date, amount, name of payee employee, Employee ID, department name and ID, location name and ID, and pay group and address option for the employee.

HPAY006 – Other Earnings Register

This report supplies a breakdown of wages other than regular and overtime.

HPAY011 – Payroll Error Messages

This report lists employees who have fatal error in HR/CMS. Fatal errors have to be corrected or payroll cannot be run for the pay period.

HTL007A – Time and Labor Severe Error Messages

This report is a duplicate of HTL007 but HTL007A will only display "Severe" error messages. The HTL007 report will also display warnings and severe errors.

RPT647A – Contractor Error Report – MMARS Predictive Payroll Reject Error Listing

This report lists contract employees whose CP (contractor payroll) transaction will reject in MMARS. Contract employees on this report will not receive pay for the particular pay period if the error is not resolved before payroll processes.

RPT341A - Appropriation and subsidiary transactions with balances

This report lists all MMARS transactions processed during the period. Year to date balances for encumbrances, expenditures, advances as well as current unexpended balances and uncommitted balances appear on this report.

PCRS Reports - Predictive and Production

CTPC1A01 - (PCRS01) - Predictive HR/CMS Insufficient Funds Employee Detail (Current FY)

This report lists all employees within an appropriation whose payroll will be unfunded in the current pay period. If the funding issue is not resolved before payroll is processed, these employees will not be paid.

CTPC1A02 - (PCRS02) - Predictive HR/CMS Insufficient Funds Account Detail (Current FY)

This report lists departments' payroll by appropriation that will be unfunded for the current pay period. If the funding issue is not resolved before payroll is processed, employees in these appropriations will not be paid.

CTPC1A30 - (PCRS26) - Predictive HR/CMS Payroll Account Status (Current FY)

This report lists all of a departments' payroll appropriations for the current pay period both funded and unfunded.

CTPC3A01- Production HR/CMS Insufficient Funds Employee Detail (Current FY)

This report confirms all employees within an appropriation whose payroll is unfunded for the current pay period.

CTPC3A02 - Production HR/CMS Insufficient Funds Acct Detail (Current FY)

This report confirms a department's unfunded payroll by appropriation for the current pay period.

Prior Fiscal Year PCRS Reports

CTPC1B01, CTPC1B02, CTPC1B30, CTPC3B01, and CTPC3B02 are the same report descriptions as its accounts payable counterparts, except it's for the prior fiscal year.